

PUBLIC MEETING MINUTES

September 23, 2021

Chairperson Hickey called the Public Meeting to order at 7:00 p.m.

ATTENDANCE

Supervisors Present:	Rosa Hickey – Chairperson Steven Harlacher – Vice Chairman Dave Markel – Supervisor (remotely)
Staff Present:	Kelly Kelch – Township Manager Lori Trimmer – Recreation Director Keith Whittaker – Finance Director John Snyder – Police Chief Laura Mummert - Stenographer Steve Cordaro – Township Engineer Rachelle Sampere – Zoning Officer Andy Herrold – Solicitor Steve Callahan – Public Works Director
Staff Absent:	Clif Laughman – Fire Chief

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC COMMENTS

None

EXECUTIVE SESSION

Chairperson Hickey announced an Executive Session was held prior to tonight's meeting to discuss personnel matters. No action was taken.

APPROVAL OF MINUTES

A. The Minutes of the August 26, 2021, Public Meeting were provided for approval. Motion to approve the Public Meeting Minutes of August 26, 2021, as presented.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

OPEN FLOOR DISCUSSION

None

OLD BUSINESS

None

NEW BUSINESS

A. SMOKE TESTING BID AWARD: Motion to approve awarding Mr. Rehab, LLC to do the smoke testing in three sub basins in the Shiloh Sewer Area. Mr. Rehab had the lowest bid at \$14,950.00. The smoke testing will be advertised on the Township website when it will be occurring.

MOTION: S. Harlacher
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

B. APPLICATION FOR PAYMENT: Motion to approve application for payment number four (4) to PSI Pumping Solutions, Inc. for the Adams Street Pump Station Project in the amount of \$22,878.75.

MOTION: D. Markel
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

C. RESOLUTION 21-16 DESTRUCTION OF RECORDS: Motion to approve Resolution 21-16, Destruction of Records in the Finance Department. The records are as follows:

- 2013 Sewer: Sewer Cards, Lock Box, Bank Statements, Accounts Payable, Checks, and Accounts Receivable
- 2013 General Fund: Payroll, Accounts Payable, Accounts Receivable, Checks
- 2013 General Fund: Bank Statements

MOTION: S. Harlacher
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

D. ROAD CLOSURE: Motion to ratify a road closure request by a resident on Loman Avenue. The request was to close Loman Avenue between Dorchester and Michelle Drive on September 11, 2021. The request was forwarded to the Board, and by Consensus was approved.

MOTION: D. Markel
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

E. STOP SIGN REQUEST: A request was received from Steven Roberts to do a traffic study to determine if a stop sign is warranted at intersection of Hempfield and Olde Field Drive. The request was forwarded to the police department, and per staff recommendation the request should be denied. The Board acknowledged this decision and agreed to deny this request.

F. PENSION PLAN TOWNSHIP MMO ACKNOWLEDGEMENT: Motion to approve the 2022 MMO for both the Uniform and two (2) Non-Uniform pension plans. The anticipated amount for the Township is \$1,264,560.00 for all plans.

MOTION: S. Harlacher
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

G. EASEMENT REQUEST: Motion to approve a request from Mr. Senft of 2781 Loman Avenue to permit construction of a fence and gate within existing drainage easement. The request was reviewed and approval given by Dawood Engineers. This motion is conditioned to him signing a contract agreeing to pay all associated expenses.

MOTION: S. Harlacher
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

H. T-864 FINAL LAND DEVELOPMENT PLAN FOR 5 STAR INTERNATIONAL: Motion to table the final land development plan for 5 Star International for a building expansion more than 20% of the existing operation located at 2818 West Market Street in

the I-2 Light Industrial Zone. This agenda item has been tabled as it still needs to go to the Zoning Hearing Board for approval at the end of September. This item will be put on the Agenda for the October Board of Supervisors Meeting.

I. 1700 BAKER ROAD ENGINEERING FEES ESCROW RELEASE: Motion to approve recommendation from Dawood Engineers to release the remaining engineering escrow fees (approximately \$530.00) to the property owner, Elizabeth Giambalvo of 1700 Baker Road. The escrow fees were required for inspection of the installation of a grinder pump and force main to replace their failing septic system. All required inspections were performed, and a certificate of use and occupancy was issued by the Township on February 4, 2020.

MOTION: S. Harlacher
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

J. T-845 ENGINEERING ESCROW RELEASE FOR REVISED FINAL LAND DEVELOPMENT PLAN FOR BICKEL'S SNACK FOODS FOR PROPOSED BUILDING EXPANSION AND SILO PAD: Motion to approve recommendation from Dawood Engineers to release the remaining engineering escrow fees (approximately \$4,195.00) to the property owner, Bickel's Snack Foods Inc., PO Box 334, Hanover, PA 17331. The escrow fees were required for the building expansion and corn silos. All required inspections were performed, and a certificate of use and occupancy was issued by the Township on March 19, 2020.

MOTION: D. Markel
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

K. T-836 SURETY RELEASE FOR FINAL LAND DEVELOPMENT PLAN FOR UPMC AMBULATORY CARE BUILDING: Motion to approve a request from UPMC to release the Site Improvement Bond #106956281 in the amount of \$58,478.02 that has been held for eighteen (18) months as a maintenance guaranty as per §121-19 of the West Manchester Township Subdivision and Land Development Ordinance. Warehaus has performed the required site inspection on 9/8/2021 and provided a letter recommending the release of the remaining portion of the construction bond.

MOTION: S. Harlacher
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

L. WAIVER REQUEST – T-182 FINAL SUBDIVISION PLAN FOR MARY E.

DEBES: Motion to approve a request from Lester Mummert, builder of 2120 Orange Street and 2130 Orange Street, for the Board of Supervisors to grant a waiver of §121-23.C of the West Manchester Township Subdivision and Land Development Ordinance to waive improvements to the existing street. The existing cartway width is 24 feet. The required cartway width from the center line of Orange Street to the properties along the south side of Orange Street is 15 feet. The request was reviewed by Dawood Engineers and a memo was received recommending the request not be approved. It is recommended, however, that the installation of curb and sidewalk be placed 15 feet from the centerline as shown on the approved subdivision plan, and that the paved cartway be widened to suit the 15 feet width dimension shown on the plan. Mr. Mummert was present for the meeting and asked to speak to the Board. The Board acknowledged Mr. Mummert’s concern and approved the waiver with some conditions.

MOTION: S. Harlacher
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

ADMINISTRATIVE REPORTS

- A. Recreation Director: Trimmer’s report was reviewed. Trimmer announced about the upcoming Truck Touch and Happy Trail Park events coming up in October.
- B. Finance Director: Whittaker’s report was reviewed. Whittaker announced the 2020 Audit was completed and posted on the Township website. He thanked all Department Heads for their help in another successful year.
- C. Fire Chief: Chief Laughman’s report was reviewed. No additional comments.
- D. Police Chief: Chief Snyder’s report was reviewed. The Board commented on the new Evidence Van recently purchased for the department.
- E. Township Manager: Manager Kelch’s report was reviewed. Kelch announced that Trick or Treat will be held on October 31st from 6 p.m. to 8 p.m., and this information was posted on the Township website and Facebook forums. He spoke of the discussions still occurring with PA American regarding the York City Wastewater Treatment Plant. He will continue to keep the Board and residents updated on any changes. Kelch also Informed the Board and residents that the 2022 draft budget will be presented at the October Board meeting.
- F. Engineer: Engineer Cordaro’s report was reviewed. No additional comments.
- G. Zoning Officer: Officer Sampere’s report was reviewed. No additional comments.
- H. Solicitor: Solicitor Herrold’s report was reviewed. No additional comments.
- I. Public Works Director: Director Callahan’s report was reviewed. Callahan thanked the Board and Manager Kelch for their help on a successful Public Works Symposium that was held at the Township this year.

STORM WATER MANAGEMENT/MS4

Zoning Officer Sampere noted that the Township’s MS4 Storm Water Inspector is available Monday thru Friday 8 a.m. to 4:30 p.m. to answer any questions related to storm water management.

APPROVAL OF BILLS

BILLS Motion to pay he following bills as presented:

<u>FUND</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
Liquid Fuels	1047-1059	\$ 378,092.05
Sewer Checks	4959-4995	\$ 289,960.85
General Fund	31121-31235	\$ 483,405.86
Payroll 18: Pay Pd. Ending 08/28/21	Paytime Vouchers	\$ 113,161.97
Payroll 19: Pay Pd. Ending 09/11/21	Paytime Vouchers	\$ 119,274.00

MOTION: D. Markel
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

ADJOURNMENT

Motion to adjourn the regular meeting at 7:49 p.m.

MOTION: S. Harlacher
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

Respectfully Submitted,
Kelly K. Kelch, Secretary